



COVID-19 Preparedness & Operations Plan for the Dorothy Molter Museum

Version 6

The Dorothy Molter Museum is committed to providing a safe and healthy workplace for all. To ensure that, this Preparedness Plan in response to the COVID-19 pandemic has been developed. All staff and volunteers (board) are responsible for implementing this plan when on-site. However, only those with prior approval from Jess Edberg, executive director are allowed to conduct Museum business on-site. Observing birds/wildlife or walking the trail is not considered Museum business.

Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and in our community, and that requires full cooperation among everyone. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Any staff or volunteers working on-site are responsible for implementing and complying with all aspects of this Preparedness Plan.

We are serious about safety and health, and keeping our staff working at the Dorothy Molter Museum. Staff involvement is essential in successfully implementing this COVID-19 Preparedness Plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- prompt identification and isolation of sick persons;
- hygiene and respiratory etiquette;
- administrative controls for physical distancing
- housekeeping – cleaning, disinfecting and decontamination;
- communications and training on this plan; and
- management and supervision necessary to ensure effective implementation of the plan.

Plan Administrator

Unless otherwise noted, Jess Edberg, Executive Director is the designated individual for evaluating, monitoring, and updating this plan and collecting, reporting, and communicating necessary information.

WORKER PROTECTIONS AND PROTOCOLS FOR THE WORKPLACE

Health Screening and Protocols – Ensure sick employees stay home

Staff will self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

1. Daily Health Screening (to be conducted prior to the work day)

See document "DMM Prework Health Screening Checklist" document

- Upon arrival to work, each staff member will sign in on the Health Screening Checklist Log
- Should an employee indicate they are experiencing possible COVID-19 symptoms:
 - They should not report to work and nor enter the facility
 - They should contact Jess Edberg and communicate appropriate information
 - Sick time will be recorded for that day, and if applicable, longer leave will be arranged
 - The employee must self-quarantine per CDC guidelines and meet *Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings* criteria to return to work. (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)

2. Should an employee indicate they are experiencing possible COVID-19 symptoms and/or test positive for COVID-19

- During the work day they must immediately conclude their work, and leave the workplace for home to self-quarantine per CDC guidelines and meet *Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings* criteria to return to work. (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)
 - The Museum will close for 24 hours and then implement a full disinfection of all spaces used by the ill employee.
 - The ED will gather information about their condition and possible contacts, develop communication to other employees, communicate any necessary information to visitors as needed.
- Other employees may have been exposed if they are a "close contact" of someone who is infected, which is defined as being within about 6 feet of a person with COVID-19 for a prolonged period of time (more than 10 minutes):
 - Potentially exposed employees who have symptoms of COVID-19 should self-isolate and follow CDC recommended steps.
 - Potentially exposed employees who do not have symptoms should remain at home and practice social distancing for 14 days.
 - All other employees should self-monitor for symptoms and wear cloth face coverings when in public. If they develop symptoms, they should notify their supervisor and stay home.

3. Should the Museum be informed that a visitor who has been to the Museum in the last two weeks test positive for COVID-19

- No staff are in close contact with visitors as part of their daily duties thus reducing the likelihood of infection from a visitor as long as employees have followed all other health and safety protocols (physical distancing, hand-washing, sanitizing)

- All employees are contacted directed to monitor for possible symptoms
- If the visitor was on-site in the last 7 days, the ED will implement a 24-hour closure and disinfection of all Museum spaces (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>), and visitors who visited the Museum will be informed appropriately with those who may have had direct contact with the sick visitor contacted directly (i.e. Visited in the same reservation slot).

4. Employee Sick Leave

The Dorothy Molter Museum has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Staff unable to work on-site or at home due to illness or on-site due to physical distancing restrictions will be paid for the hours normally worked as budgeted per pay period through September 20, 2020. The Dorothy Molter Museum will review this structure as appropriate.

The Dorothy Molter Museum requires any employee to inform all other approved on-site workers if they have been exposed to a person with COVID-19, and requires them to self-quarantine for the required amount of time per CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>).

All personal health information shared with Dorothy Molter Museum staff and board is confidential to protect the privacy of workers' health status and health information.

Physical distancing

1. Employees and Volunteers - Physical distancing is being implemented in the workplace through the following administrative controls:

- Only one staff member/volunteer works more than 10 minutes within the office at one time
- Physical distancing of 6' is employed when working in the larger basement storage area, Interpretive Center & Gift Shop, Historic Cabins or outdoors
- Outside of on-site work, staff will use remote technologies to conduct business that can be done off-site
- Any in-person meetings/gatherings of staff or volunteers must employ 6' physical distancing; outdoor meetings are preferred
- Board meetings will be conducted virtually with quarterly reports emailed or printed and mailed via USPS
- Volunteers must coordinate project work with Jess Edberg prior to work on-site
- Visitors are not allowed inside Museum structures without appointment
- A plastic wrap-around partition separates employees from visitors at admissions counter

2. Visitors – the Museum has implemented a one-way traffic flow for visitor entrance/exit to the Interpretive Center & Gift Shop

- Visitors wishing to check-in must wait until the previous reservation has departed the building
- Visitors are instructed to take turns exploring the Cady Cabin exhibit due to space restrictions
- Visitors are instructed to employ 6' physical distancing while exploring all cabin exhibits and outdoor areas; staff enforcement is employed if/when necessary

3. Wholesale Customers/Retail Vendors/Delivery Staff

- Curb-side delivery of online/phone orders is emphasized for visitors without reservations

- Wholesale customers pick-up at basement entrance, advanced orders are requested so employees may place root beer cases outside of door when possible for zero-contact pick-ups
- Staff meet delivery people outdoors for packages, or ask them to leave at door

Hygiene & Source Controls

Basic infection prevention measures are being implemented at our workplaces at all times.

1. Hand-washing Staff are instructed to wash their hands for at least 20 seconds with soap and water or use provided hand sanitizer frequently throughout the day, but especially at the beginning and end of their shift, after exchange of payment from visitors, prior to and after any mealtimes, and after using the toilet.

2. Face Masks

- Staff - Each staff member is provided with two cloth face masks that cover their nose and mouth. Disposable face masks are available for staff as needed. **Staff will wear masks at all times** while on-site with the following exceptions:
 - Eating/drinking (meals should be eaten during the 12-1pm closed period outdoors or in the office with disinfection protocols implemented afterwards)
 - Working outdoors and no other staff/visitors are on-site
 - It is guaranteed that no other staff will be using the office at the Museum all day
- Visitors - will follow the Dorothy Molter Museum's *Visitor Face Mask Policy*, which exceeds the requirements set forth in the State of Minnesota Governor's Executive Order 20-81 (<https://www.health.state.mn.us/diseases/coronavirus/facecover.html>). Visitors will wear masks at all times while on-site with the following considerations:
 - Disposable face masks are available for \$1.00
 - A face shield is the only acceptable alternative to a face mask covering the nose and mouth for those with medical conditions
 - Visitors with a mental health condition affecting a visitor unable to tolerate a face mask or shield
 - If this is the case, visitors must contact the Museum in advance by phone to reserve a private tour slot at 4pm, the last slot of the day. All other visitors without the same condition must abide by Museum policy.

3. Cleaning/disinfecting supplies are provided for the routine cleaning of shared works spaces, public-facing spaces and personal safety.

- Supplies meet CDC requirements
- Supplies will be monitored daily and reordered/purchased as necessary

4. Staff are instructed to wash uniforms/cloth face masks after each day of use

5. Respiratory etiquette (coughing/sneezing into elbow or tissue, not touching face) is demonstrated on posters and supported by making tissues and trash receptacles available.

6. Fans will provide air circulation/extraction in the historic cabins.

7. A physical barrier separates the point of sale counter and visitor customer; contactless payment is encouraged (credit/debit card)

Workplace Building and Ventilation Protocols

1. General Building Conditions – the Museum will continue normal building operations and maintenance
2. Ventilation System – the Museum has an exhibit opening protocol that includes opening windows and using fans to move air out of the buildings.

For operations during colder months where windows must remain closed, portable HEPA filter units will be used in all open spaces.

Workplace Cleaning & Disinfecting Protocols

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and tools, and areas in the work environment, including all indoor spaces. End of shift cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, door handles, desk-tops, etc.

Cleaning and disinfecting protocols are based on CDC guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

1. Public-facing spaces - A disinfection checklist will guide cleaning based on specific scenarios of visitor interaction.
 - See “Cleaning_Closing_Procedures” document
2. Personal Items - Tools and cell phones are not to be shared by staff
3. If an employee or visitor is diagnosed with COVID-19, the museum will close for 24 hours and then follow disinfecting protocols (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>)

Communications and Training Practices and Protocol

All staff will participate in in-person training (using physical distancing and masks) to go over this document, mitigating the spread of Covid-19, cleaning and disinfecting checklists/protocols, and communication with visitors (reservations, check-ins, departures, conflict).

The volunteer Board of Directors will receive this information via email.

The public will have access to this document at the Museum and online.

Incident Management and De-escalation

Employees have been briefed on de-escalation best practices to address negative interactions with visitors frustrated or angry with Museum policy and/or protocols.

A staff debrief of any incident will be held with public-facing staff to review the situation and determine how we may/may not have handled it differently and how we may handle a future incident.

Helping Visitors Minimize Transmission

All visitors reserving a visit to the Dorothy Molter Museum will acknowledge and agree to the following either via phone conversation with staff during the registration process or via a required check-box when registering online:

- I acknowledge that all in my group over the age of 2 are required to wear a mask covering the mouth and nose while during the entire visit, indoors and outdoors.
- I confirm that no one in my group will attend our visit if they have a fever of 99°F+, are feeling ill or have been exposed to someone who's tested positive for Covid-19 in the past two weeks that they are aware of.

A Confirmation email will include information about mitigating the spread of Covid-19 during their visit including but not limited to:

- Wearing a face mask
- Using provided hand-sanitizer upon arrival and check-in, as well as each time they enter the Interpretive Center & Gift Shop
- Adhering to all instructional and directional signage to maintain a one-way flow of traffic where appropriate
- Maintain 6' distance between other visitors/visitor units
- Avoid handling/touching collection items
- Only handle retail merchandise with intent to purchase
- Visitors who begin to feel ill during their visit must inform staff and immediately leave (with anyone else in their group)

OCCUPANCY

The Dorothy Molter Museum allows a maximum of 10 visitors "on-site" at any time. On-site refers to all areas and structures outside of the public parking lot and basement curb-side pick-up area.

All visitors are required to have a reservation to be on-site, this includes those who only wish to shop in the Gift Shop. Reservations for shopping are free.

The Dorothy Molter Museum reserves the right to decline admittance to any visitor, and their party, appearing to be sick or symptomatic.

The original version of this Preparedness Plan was communicated via email and in-person training to all staff and volunteers (board) on Friday, June 12, 2020. This is a living document, updated as necessary or required. Updated versions of this document will be available to staff at the Museum and posted online for public access. Additional communication and training will be held with any changes to the way the Dorothy Molter Museum conducts business based on CDC and MDH guidelines, or for new staff or volunteers. Jess Edberg, executive director will monitor how effective the program has been implemented and, if necessary, conduct a formal review with staff as appropriate. This Preparedness Plan dated July 25, 2020 has been certified by the Dorothy Molter Museum executive director, Jess Edberg.

Certified by: Jess Edberg, Executive Director



DMM PRE-WORK HEALTH SCREENING CHECKLIST

At least one hour before you are scheduled to be at work, complete the following health screening from home.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “yes” or “no” to each statement:

Do you have

- A fever (temp of 99°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

If you answer “Yes” to any of the above questions, call or text your supervisor and state “I answered yes to one of the questions.” You will not be able to come to work.

If you answer “No” to all of the above questions, call or text your supervisor and state “No to all questions.” You are able to report to work.

Health Screening is Legally Permitted

The Equal Employment Opportunity Commission (EEOC) recently reissued its guidance, “Pandemic Preparedness in the Workplace and the Americans with Disabilities Act,” to specifically address the current COVID-19 pandemic. In its reissued guidance, the EEOC confirmed the COVID-19 pandemic permits employers to measure employees’ body temperatures before allowing them to enter the worksite, so long as such screenings are implemented on a nondiscriminatory basis, and all information gathered is treated as confidential medical information under the Americans with Disabilities Act (ADA).

Confidentiality of Medical Information

Any information gathered from the Questionnaire must be treated as confidential medical information. Specifically, the identity of individuals exhibiting a fever or other COVID-19 symptoms, individuals’ responses to the screening questions, and completed Screening Forms must be kept confidential and may only be shared with staff with a business need to know, or others as provided by law.

"Cleaning_Closing_Procedures" document

DISINFECTING CHECKLIST

After each reservation has departed the Interpretive Center & Gift Shop for their tour

- Wipe doorknobs
- Wash your hands

If a purchase transaction was made

- Clean counter with disinfecting wipe
- Disinfect the CC reader, keyboard and mouse with a disinfecting wipe
- Use hand sanitizer as soon as exchange is over

After a family unit/group uses the bathroom in this order

- Wipe light switch
- Wipe door handles,
- Wipe faucet, sink and soap dispenser, &
- Wipe toilet handle and seat with a disinfecting wipe
- Wash your hands

At 12pm (midday cleaning)

- Clean counter with a disinfecting wipe, Lysol OR clean with soap and water then spray with alcohol and wipe dry
- Wipe door knobs/latches/push plates/handles with disinfecting wipes
 - Interp Center
 - Winter Cabin
 - Point Cabin
 - Cady Cabin
- Ensure that all fans are working properly for air ventilation
- Ensure all signage is still in place (especially on windy days)
- Wash your hands

MUSEUM CLOSING PROCEDURES (or after last reservation of the day)

Not including closing out till or reconciling accounting

- Wear gloves & take Cleaning Bucket
- Wipe door knobs/latches/push plates/handles with disinfecting wipes
 - Interp Center
 - Winter Cabin
 - Point Cabin
 - Cady Cabin
- Close and secure all windows
 - Winter Cabin: porch south wall, Ruth's Room
 - Point Cabin: east window to left of snowmobile
- Ensure that all fans are working properly for air ventilation
 - Take box fan from Point Cabin window and securely close window
- Ensure all signage is still in place (especially on windy days)
- Sweep and turn off lights and lock cabins
 - Turn off main electrical switch in Winter Cabin
- Lower flags
- Clean restroom with Lysol solution and stock toilet paper/paper towels as needed
- Clean counter with Lysol OR clean with soap and water then spray with alcohol and wipe dry
- Clean all doorknobs in Interp Center
- TAKE OFF GLOVES
- Empty trash/recycling as needed (deck & gift shop)

If stocking needs to be done, wash your hands before handling merchandise

- Stock root beer cooler/shelves/under shelves
- Stock other retail merchandise

- Sweep & mop floors in restroom and gift shop
- Turn off air conditioner (if used)
- Turn off gift shop lights (wall switches, corner lamp, root beer cooler & guestbook lamp)
- Turn off stair light & basement lights
- Activate alarm (last person out for the day)